

Renewing your Licence and Paying your Fees: Step-by-Step

1. Click the “Pay Fees” link under the “Payments” section of the left-navigation menu.

NOTE: To renew a licence, you must pay the licence renewal fee.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Licences', 'Vessels', 'Print Documents', 'Requests', 'Submit Request', 'Request Status', 'Payments', 'Pay Fees' (circled in orange), 'Credit Allocation', and 'Payment History'. The main content area has a blue header 'Account Information' and displays the following details:

- Name on Account
- Account Number
- Merchant Name: DFO-MPO Peche Com Fishing

Below this is a table titled 'Current Fees' with the following data:

Pay	Fees	Amount	Year
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 - Groundfish Fixed gear	\$720.91	2014

2. Click your cursor in the white box beside the fees you wish to pay. A checkmark will appear in each box you click.

TIP: To deselect a fee, click the box a second time to remove the checkmark.

This screenshot shows the same 'Pay Fees' page as above, but with the checkboxes for 'Vessel Registration' and 'Licence 2014 - Groundfish Fixed gear' selected (circled in orange). Below the table, the following summary is shown:

Total of all fees: \$770.91
Total of selected fees: \$0.00

A blue bar with an information icon contains the following note:

NOTE: All related fees must be paid to release the documents for a given licence or vessel.

At the bottom, there are two buttons: 'Recalculate' and 'Checkout'.

3. Click the “Recalculate” button to show the total of all the fees selected, if you are paying more than one fee. Then, click the “Checkout” button.

This screenshot shows the 'Pay Fees' page after clicking the 'Recalculate' button. The 'Total of selected fees' is now \$770.91, matching the 'Total of all fees'. The 'Recalculate' and 'Checkout' buttons are circled in orange.

Total of all fees: \$770.91
Total of selected fees: \$770.91

A blue bar with an information icon contains the following note:

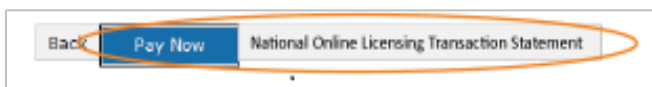
NOTE: All related fees must be paid to release the documents for a given licence or vessel.

- Review the information to ensure it is correct. Then, click the “National Online Licensing System Transaction Statement” button to print a statement. Once your statement is printed, click the “Pay Now” button.

TIP: To correct any information, click the “Back” button.

NOTE: You should always print your Transaction Statement.

Current Fees			
Pay	Fees	Amount	Year
<input checked="" type="checkbox"/>	Vessel Registration	\$50.00	2014
<input checked="" type="checkbox"/>	Licence 2014 - 10364 Groundfish Fixed gear	\$720.91	2014
Total of all fees:		\$770.91	
Total of selected fees:		\$770.91	



- Review the information to ensure it is correct. To change any information, click the “Return to National Online Licensing System” link.

NOTE: Once you click on “Pay Now” to initiate a payment process using a credit card or Interac Online, you will have 15 minutes to complete the payment transaction and return to the National Online Licensing System to confirm payment and issue a receipt. After 15 minutes your session with the National Online Licensing System will expire and the payment will not be registered or confirmed by Fisheries and Oceans Canada.

Review Your Order

Total Amount: CAD 80.00

[← Return to National Online Licensing System](#)

Pay With Your Credit Card

Fields marked with an asterisk (*) are required.

* Cardholder Name

* Credit Card Number

* Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account

Fields marked with an asterisk (*) are required.

Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

To pay with your credit card:

1) Type the name on the credit card, the credit card number, the credit card expiry date, and your e-mail address in the spaces provided. Then, click the “Pay With Your Credit Card” button.

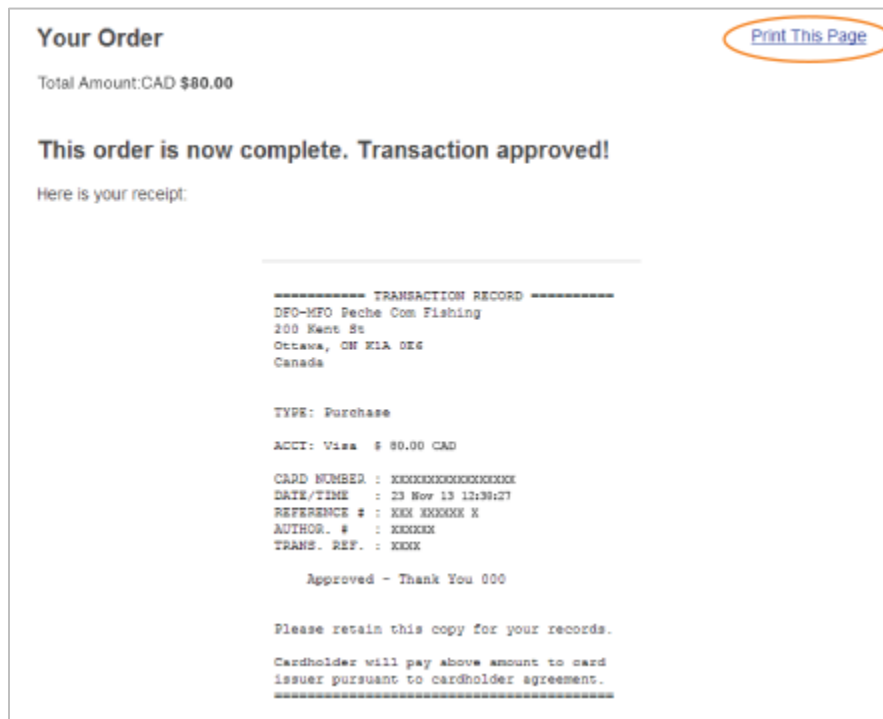
2) If you do not have a permanent credit card, you may use a “pre-paid” credit card obtainable from most grocery, convenience and drug stores and other common commercial business locations. However, in order to pay online with a pre-paid credit card, that card must be of the **embossed** (raised numbers) type and bear an **expiry date**. If you experience any difficulties with a pre-paid card, you should contact the card issuer for advice and direction.

3) Un-embossed (flat surface) cards cannot be used.

4) Payments using Visa debit cards are not accepted.

5) Click the “Print This Page” link to print your receipt.

NOTE: Attach your receipt to the transaction statement you printed earlier for proof of payment.



The screenshot shows a confirmation page titled "Your Order" with a "Print This Page" link circled in orange. The total amount is CAD \$80.00. A message states "This order is now complete. Transaction approved!". Below this is a receipt section titled "TRANSACTION RECORD" for a purchase of \$80.00 CAD on a Visa card. The receipt includes the merchant name "DFC-MFO Peche Com Fishing", address "100 Kent St, Ottawa, ON K1A 0E6, Canada", and transaction details such as date/time (23 Nov 13 12:30:27), reference number, and author number. It concludes with "Approved - Thank You 000" and a note to retain the copy for records.

To pay using Interac Online:

NOTE: You must first be registered for Interac Online banking through the Bank of Montreal, Royal Bank, Scotiabank, TD Bank, Envision Financial, or Libro credit Union as these are the only banking institutions presently registered for Government of Canada payments using Interac Online.

1) Type your e-mail address in the space provided and click the “Pay from your Bank Account” button.

- 2) You will be prompted to select your online bank. Simply follow the instructions presented by the selected bank and enter any account or bank card data requested. Payments using Visa debit cards are not accepted.
- 3) Then select the bank account that you wish to pay from. Next, confirm the payment amount.
- 4) You will then be returned to the National Online Licensing System.
- 5) Click the "Print This Page" link to print your receipt.

NOTE: Attach your receipt to the Transaction Statement you printed earlier for proof of payment.

To pay at a bank or other financial institution:

1) If you want to pay your fees using telephone banking, online banking, or an automated banking machine or at an in-person teller, you need to set up Fisheries and Oceans Canada as a "payee" with your National Online Licensing System account number.

2) There are currently nine major financial institutions offering payee services to DFO. These are:

- Bank of Montreal
- Scotiabank
- Royal Bank of Canada
- TD Canada Trust
- National Bank
- CIBC
- HSBC
- Caisse centrale Desjardins du Quebec
- Credit Union Central of Canada

3) If you choose to use the online banking option, the "payee" or merchant name for Fisheries and Oceans Canada will be listed as "DFO-MPO Peche Com Fishing."

Some financial institutions have used alternate payee names such as "DFO-MPO Peche Comm Fishing" or "Peche et Oceans Canada Comm."

Once you have successfully searched, identified and chosen one of the above "payee" names, you will be prompted to provide your 12-digit National Online Licensing System Account Number.

4) It is possible that your selected financial institution is not a "participating" or "clearing" institution and does not include Fisheries and Oceans Canada as a payee. Adding a payee is at the discretion of each financial institution, and a process that must be initiated by the institution.

In such cases, you may wish to request that your financial institution add Fisheries and Oceans Canada as a payee. If the financial institution will not add Fisheries and Oceans Canada as a payee, you have a number of other options:

- Pay online with a credit card directly through the National Online Licensing System. Under certain conditions, you may use a "pre-paid" credit card.

- Pay using Interac Online through the National Online Licensing System at the following participating financial institutions: Bank of Montreal, Royal Bank, Scotiabank, TD Bank, Envision Financial, or Libro credit Union.
- Pay at another “participating” bank or financial institution that includes Fisheries and Oceans Canada as a “payee”. It is possible that, in these cases, the institution may require you to open an account or pay a transaction service fee.

NOTE: You cannot use TelPay third party electronic bill payment services. Receiver General for Canada requires that fund transfers be directly from the client's financial institution to the Receiver General, with no middle agent.

5) To pay at the bank in person, bring your printed Transaction Statement to the teller.

NOTE 1: It may take **three to five business days** for your payment at a bank or other financial institution to show on the National Online Licensing System.

NOTE 2: You are **not finished paying your fees** until you log on to the National Online Licensing System and apply the amount you paid to the financial institution against the licensing fees you want to pay.

6) Log in to the National Online Licensing System and click the “Credit Allocation” link on the left-navigation menu.

Pay Fees

Credit Allocation

Payment History

Available Credit: \$9,950.00

Pay	Fees	Amount	Season
<input type="checkbox"/>	Licence 2013 -	\$2,296.26	2013
<input type="checkbox"/>	Vessel Registration	\$50.00	2013
<input type="checkbox"/>	Licence 2013 -	\$1,041.22	2013
<input type="checkbox"/>	Licence 2013 -	\$100.00	2013
<input type="checkbox"/>	Licence 2013 -	\$2,296.26	2013
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$30.00	2014
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$30.00	2014
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$100.00	2014
<input type="checkbox"/>	Licence 2014 -	\$4,204.98	2014
<input type="checkbox"/>	Licence 2014 -	\$720.91	2014

Total of all fees: \$11,019.63
 Total of selected fees: \$0.00
 Remaining credit after paying fees: \$9,950.00

Recalculate Checkout

7) Click your cursor in the white box beside the fees you wish to pay by applying the payment you made at the bank. A checkmark will appear in each box you click.

TIP: To deselect a fee, click on the box a second time to remove the checkmark.

NOTE: Your available credit is displayed in the “Account Information” section.

Pay Fees

Credit Allocation

Payment History

Available Credit \$9,950.00

Pay	Fees	Amount	Season
<input type="checkbox"/>	Licence 2013 -	\$2,296.26	2013
<input type="checkbox"/>	Vessel Registration	\$50.00	2013
<input type="checkbox"/>	Licence 2013 -	\$1,041.22	2013
<input type="checkbox"/>	Licence 2013 -	\$100.00	2013
<input type="checkbox"/>	Licence 2013 -	\$2,296.26	2013
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$30.00	2014
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$30.00	2014
<input type="checkbox"/>	Vessel Registration	\$50.00	2014
<input type="checkbox"/>	Licence 2014 -	\$100.00	2014
<input type="checkbox"/>	Licence 2014 -	\$4,204.98	2014
<input checked="" type="checkbox"/>	Licence 2014 -	\$720.91	2014

Total of all fees: \$11,019.63
Total of selected fees: \$0.00
Remaining credit after paying fees: \$9,950.00

Recalculate Checkout

8) Click the “Recalculate” button to show the total of all the fees selected, if you are applying a credit to pay more than one fee. Then, click the “Checkout” button.

<input checked="" type="checkbox"/>	Licence 2014 -	\$720.91	2014
-------------------------------------	----------------	----------	------

Total of all fees: \$11,019.63
Total of selected fees: \$720.91
Remaining credit after paying fees: \$9,229.09

Recalculate Checkout

9) Review the information to ensure it is correct. Then, click the “Pay Now” button.

TIP: To correct any information, click the “Back” button.

- User :**
- Log Off
- Notifications**
- Notifications
- Profile**
- Personal Information
- Representatives
- Organizations
- Licensing**
- Licences
- Vessels
- Print Documents
- Requests**
- Submit Request
- Request Status
- Payments**
- Pay Fees
- Credit Allocation
- Payment History

Apply Credit - Confirmation

This is a confirmation page of the selections you just made. Review the information and click Pay Now to apply the credit allocation.

Account Information

Name on Account
Account Number
Available Credit **\$9,950.00**

Fees	Amount	Season
Licence 2014 -	\$720.91	2014

Total of selected fees: \$720.91
Remaining credit after paying fees: \$9,229.09

[Back](#) [Pay Now](#)

6. Once your payment has been processed, it will be recorded in the system¹ and your documents will be issued for you to print.²

The screenshot shows the 'DFO Home' interface for 'Credit Allocation'. On the left is a navigation menu with sections: User (Log Off), Notifications, Profile (Personal Information, Representatives, Organizations), Licensing (Licences, Vessels, Print Documents), Requests (Submit Request, Request Status), Payments (Pay Fees, Credit Allocation, Payment History). The main content area has a blue header 'Apply Credit' with instructions: 'Below you will see the account information and a list of fees that can be paid for. Select the fees in the pay column by checking the check box. Click the Update button to recalculate totals. Click the checkout button to continue.' Below this is a green success message: 'Allocate Credit was successful' and 'Your Payment was successful'. A section titled 'Available Accounts' contains a dropdown menu, the text 'Available Accounts', and a 'Select' button. The 'Account Information' section displays: 'Name on Account', 'Account Number', and 'Available Credit' with a value of '\$9,229.09'.

NOTE: You will receive a notification in your account when your documents are ready.

Date modified:
2014-09-15

¹ Click the "Payment History" link on the left-navigation menu to view your payments.

² Refer to the "Printing your Licence-Related Documents" [step-by-step guide](#), if you need help.